

Job Description

<i>Job Title:</i>	Executive Assistant	
<i>Department:</i>	HR & Learning	<i>Reporting to:</i> Director of HR & Learning
<i>Payroll Department</i>	HRF - HRF	
<i>People Responsibilities:</i>	None	

Main Purpose of Role:

Working closely with the HTA Chairman, HTA President & Senior Leadership Team to provide a professional and comprehensive administration service to the HTA Board, the HTA Council and associated sub committees. The main area of responsibility is the organisation, facilitation and co-ordination of the HTA board who meet quarterly and the HTA council who meet three times per year.

Reporting to the Director of HR & Learning, there will be a requirement to support other business areas of the HTA with administrative responsibilities and activities. These will support company wide projects, HR tasks and or support across the Senior Leadership Team.

Role Responsibilities:

- Organising and attending the regular meetings, including the HTA Board meetings (AGM and Past Presidents lunch meeting) and HTA Council, drafting and circulating the agenda, minutes, action plan, reports and related documentation. Booking the venue requirements to include the catering arrangements and any other ad hoc requirements.
- Reviewing and Maintaining group distribution lists and appropriate content on the HTA website and other relevant communication channels.
- Providing sound judgement, tact, diplomacy, integrity and professionalism at all times, to include working with confidential and sensitive information.
- Managing and prioritising correspondence (email, telephone, letter) to Directors as required, ensuring an appropriate response within a reasonable timeframe.
- Assisting the SLT with appropriate communications, presentations and related documentation as required.



- Providing flexibility to undertake other projects/tasks as the HTA requires.
- Regularly recording member contact ensuring that the interaction and outcomes are input to the membership database (CRM) to maintain records and reference member data
- Following organisational process and procedures to ensure member expectations and agreed service level agreements are met
- Managing and protecting member and customer information in accordance with HTA policy and data protection legislation
- Undertaking such other duties, commensurate with the responsibilities above, as may from time to time be required by members of the HTA management team

Person Specification

Essential Skills and Qualifications:

- Proven experience within a similar role demonstrating the ability to prioritise tasks efficiently and effectively and adapt as priorities change, working flexibly and using their own initiative
- A balance of skills including strong organisation, time management and attention to detail
- Excellent interpersonal skills with a friendly and professional manner, calm and confident with a can do attitude
- Excellent problem solving skills offering solutions.
- A proactive approach with the ability to make decisions and delegate when appropriate
- Exceptional communication and written skills
- Previous experience of minute taking
- A natural collaborator with the ability to build cross-group working relationships
- Must have a high level of integrity to manage confidential and sensitive information with discretion
- Advanced knowledge of Microsoft office

Desirable Knowledge, Skills and Experience required:

- Experience of supporting committees and groups is desirable
- Previous experience within the Horticulture industry
- An enthusiasm for gardens/gardening, the outdoor environment and contributing positively to it

HTA Core Purpose

We help our members to flourish

HTA Mission Statement

‘On behalf of our members we promote, support and nurture our industry to ensure a robust and sustainable future.’

Our aim is to recruit and retain people with the behaviours that support our mission and who will grow with us and achieve more.

Our Values

Collaboration

Approachable, responsive and helpful, nothing is too much trouble. Enthusiastic, self-motivated and confident with a ‘can do’ attitude

Integrity

Demonstrate honesty, trust, openness and respect when liaising with people. Treat everyone as an individual and be responsive to their needs.

Innovation

Keen to develop and learn new skills. Welcomes change, is flexible and can adapt and deal with various demands. Pro-active, open to new ideas and encouraging of ways to continually improve.

Influence

A good communicator who listens and is able to express themselves clearly. A professional and informed approach to our members and customers. Providing specialist knowledge leading to a fulfilling experience